

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: ASST. SWIM COACH Job Code: 1960

Full-Time: ☒ Part-Time: ☐ Temporary: ☐ Seasonal: ☐ Other: ☐ _____

Department: CARROLLTON PARKS, RECREATION & CULTURAL ARTS DEPARTMENT/CARROLLTON BLUEFINS

Salary: \$32,000 / Annual Days/Times: Shift Varies/Weekends

Closing Date: FEBRUARY 20, 2015

Application Information:

Interested and QUALIFIED persons should complete a City of Carrollton Employment Application at Carrollton City Hall, 315 Bradley Street, 1st Floor, Carrollton, GA 30117 - (770) 830-2000. Resumes may be emailed to the Departmental Contact, Julie Ivey, at: jivey@carrollton-ga.gov

Department Contact Name: Julie Ivey, CPRCAD

Contact Number & Email: (770) 832-1161 / jivey@carrollton-ga.gov

**** Please note that successful candidates for employment must pass a background check and drug screening prior to employment.***

Special Additional Requirements:

2-year College Degree, with 3 years experience coaching various levels; must be in good standing with USA Swimming; or any combination of education, training & experience which provide the necessary skills for this position. Primary responsibility will be 14 U swimmers. Must work to develop age-group level swimmers as high-quality swimmers, and high-quality people in order to advance through the program. Must be highly organized and able to effectively communicate with both swimmers and parents alike. Will work with the head coach to assist and supervise the other part-time assistant coaches. Will develop practice workouts for said groups and also select meet events for those groups. Must have dryland training experience. Must have computer experience with Team Manager, MS Word/Excel etc...

Job Description:

GENERAL STATEMENT OF JOB:

Under limited supervision, this job is responsible for assisting in the creation of a competitive swim program within the guidelines of the Georgia Recreation and Parks Association and U. S. Swimming. Responsibilities include coordinating and organizing swimming teams and programs, and maintaining swimmers' times and records. Reports to the Carrollton Recreation Department Swim Coach.

SPECIFIC DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

Assist Swim Coach in organizing and managing swimming team year round practices and swim meets for both veteran and rookie swimmers.

Assists in the maintenance of records of swimmers progress including swimming times and records; keeps track of team records both individual and relay; maintains an accurate role attendance for practices.

Attends board meetings of the Carrollton Swimming Association and the CPRCAD.

Assist in the maintenance of the swimming pool.

Travels with the swim teams to away swim meets, coordinating trips and supervising team members.

Assist in the selection of swim events and relay teams for swim meets.

Works closely with the Carrollton Swim Coach and meet directors in preparing heat sheets for home swim meets.

Assist or if assigned; compiles and sends entries of swimmers names and times to away swim meets.

Assist or if assigned compiles and sends written correspondence concerning home swim meet information to swim teams participating.

ADDITIONAL JOB FUNCTIONS:

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS:

Associate's Degree in physical education or related field; with experience in swim team coordination and coaching or a related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must obtain membership in the American Swim Coaches Association and United States Swimming. Must possess a valid driver's license. Must complete training in first aid and CPR. Must be certified as a Life Guard Training and Water Safety Instructor by the American Red Cross or complete the American Red Cross Coaches Training Course.

Special Additional Requirements: 2-year College Degree, with 3 years experience coaching various levels; must be in good standing with USA Swimming; or any combination of education, training & experience which provide the necessary skills for this position. Primary responsibility will be 14 U swimmers. Must work to develop age-group level swimmers as high-quality swimmers, and high-quality people in order to advance through the program. Must be highly organized and able to effectively communicate with both swimmers and parents alike. Will work with the head coach to assist and supervise the other part-time assistant coaches. Will develop practice workouts for said groups and also select meet events for those groups. Must have dryland training experience. Must have computer experience with Team Manager, MS Word/Excel etc...

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office and art related machines, tools, equipment, etc., such as a calculator, copier, sewing machine, camera, artist's supplies, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, artistic, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical, creative, administrative and policy related information. Includes giving assignments and/or directions to co-workers and volunteers.

LANGUAGE ABILITY: Requires ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position of Cultural Arts Coordinator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors, the general public, program participants, and parents; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office and art equipment and supplies.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office and art related equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, volunteers, parents, etc.) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the policies, procedures, and activities of the City and swim team coaching and coordinating practices as they pertain to the performance of duties relating to the position of Assistant Swim Coach. Has considerable knowledge of various swimming programs, rules and regulations and guidelines as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, athletic program trends, rules, regulations, equipment needs, etc., as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgment as situations warrant. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers. Is skilled in operating required equipment and machines.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff, employees and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in

order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with the Carrollton Swimming Association Board of Directors, Recreation Director, Assistant Swim Coach, program participants, and the general public.

Coordination of Work: Assist or if assigned; plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.